

I. Purchasing Instructions

A. **Award Description:**

To multiple vendors by item

Group 1 pricing schedule (non-federally funded purchases)

Group 2 pricing schedule (federally funded purchases)

B. **Prices:**

Prices shall be fixed with adjustment allowed as follows:

Vendors' prices shall remain fixed and firm for a period of no less than twelve (12) months from the time of contract commencement. After this period, vendors shall have the option to request price adjustments prior to each contract anniversary date.

The County may consider an adjustment to price based on changes in the following pricing index: Producer Price Index (PPI) Series #WPUSOP3500 for Finished Goods Less Food and Energy.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of the contract anniversary date, the vendor's request for adjustment shall be submitted 90 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will proceed without pricing adjustment for the next contract anniversary year. Any adjustment request received after the commencement of a new contract anniversary may not be considered.

C. Similar Items May be purchased (Re: Paragraph 2.23) - Please contact the assigned contract procurement officer in order to process your request.

C. **Items Awarded:**

See Roadmap

D. **Delivery:**

The selected Bidders' shall make deliveries within five (5) calendar days after the date of the order, unless otherwise specified by the County representative.

E. **Special Orders:**

For circumstances when it is determined by the County that the receipt of an item is time sensitive, and/or it is an emergency, the availability of the product or specific brands, geographic location or delivery time may be utilized as deciding factors for the basis of placing a special order with an awarded vendor. At the request of the County, the special order may be delivered by the vendor, delivered by the vendor's carrier, or picked-up from the vendor's designated location by authorized County personnel.

**EVENT LOG**9592-0/17 JANITORIAL SUPPLIES AND RELATED ITEMS 10/26/16**F. Event Log**

<u>Event No.</u> ↓	<u>Date</u> ↓	<u>Event</u> ↓
1	3/15/13	Award approved by County Mayor. 8F5 (130044) R 156-13
2	3/25/13	Created BPO and published Contract Award Sheet and Roadmap.
3	3/27/13	Refer to award sheet addendums 1 – 12 for contract changes / additions / deletions
4	10/23/14	Email sent to all Procurement Department Liaisons advising that effective immediately all invitation to quotes must be processed by Internal Services Department Procurement Management Division.
5	2/12/15	ITQ9592-0/17C Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Fire Rescue
6	2/12/15	ITQ9592-0/17D Issued for Group (2) Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Public Housing and Community Development
7	2/19/15	Modification for Animal Services Department Processed additional funds in the amount of \$150,000 added to their allocation.
8	2/23/15	ITQ9592-0/17E Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Aviation
9	3/31/15	As per Section 2.7 Price Adjustments TotalPack, Inc., requested price increases as follows: Group (1) Non Federal Purchases and Group (2) Federal Purchases Line items 76 and 77 on both Groups refer to Roadmap for adjusted prices.
10	4/14/15	ITQ9592-0/17G Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Miami-Dade Aviation and PROS
11	5/1/15	Reference ITQ9592-0/17C Line item #8 Broom Handle, Wood, Tapered, 60" Under Group 1 Non-Federal Funded Purchases Effective immediately Faycroft Interior has been removed as the primary vendor for this item. The primary vendor for this item now is District Healthcare. Refer to updated Roadmap and Award Sheet Summary dated 5-1-15.
12	5/6/15	ITQ9592-0/17F Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: PROS
13	6/8/15	ITQ9592-0/17H Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: MDCR
14	6/11/15	Effective immediately line item #14 Toilet Bowl Cleaner, Liquid Phosphoric Acid Bowl Cleaning has been removed from the contract. This line item will be re-bid on the next ITQ Cycle.
15	7/31/15	Ronnie's Hardware Inc. d/b/a Ronnie's Ace Hardware FEIN# 650567688-01 requested d/b/a removed from company name. New FEIN# 650567688-02



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Event No. ↓	Date ↓	Event ↓
16	8/19/15	ITQ9592-0/17-I Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: MDAD / MDCR
17	8/19/15	ITQ9592-0/17J Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. * Eight line items pre-awarded under ITQ-9592-0/17J1. Remaining Fifty six (56) line items will be awarded upon sample approval. Department requesting items: PORT
18	9/2/15	Miami-Dade Corrections & Rehabilitation Food Services Division (CR8501) gave Transit \$267,000 from their allocation.
19	9/11/15	Rex Chemical Corp. has discontinued the following product line: Non Ammoniated Glass Cleaner Aerosol Product #5RVT4 awarded under ITQ9592-0/17-G. The new product offered is Chase #5155 Non Ammoniated Glass Cleaner refer to roadmap for price information.
19	9/15/15	ITQ9592-0/17J Issued for Group (1) Non-Federally Funded Purchases. Balance of fifty six (56) line items awarded. See Roadmap for additional items added. Department requesting items: PORT
20	10/1/15	Reference ITQ9592-0/17-J: Line item No. 23 Pancar Supply has been removed as primary vendor sample provided not approved. Effective immediately Glocecol, LLC is the primary vendor.
21	10/9/15	Reference ITQ9592-0/17-J: Line item No. 30 deleted product offered as an "or equal" not approved by the Port of Miami. Dust Pan, Lobby Pro Upright Light Weight Plastic Construction. This line item will be re-solicited under ITQ9592-0/17-L as a No Substitute item.
22	11/4/15	ITQ9592-0/17L Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: PORT
23	12/1/15	Modification processed for Animal Services in the amount of \$340,000. Total increase in allocation is \$500,000. ISD Fleet donated \$100,000 from their allocation and PHCD donated \$60,000 from their allocation.
24	1/20/16	ITQ9592-0/17K Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: MDAD / PORT / PWWM
25	1/29/16	Effective 1/29/16 Reference ITQ9592-0/17-J Line Item 15 Big Orange Solvent Based Cleaner/Degreaser Manufacturer: ZEP Product # 041501 32 oz. Primary Vendor Pancar Supply has been removed. Vendor Advised the County they cannot meet the manufacturers minimum order requirement. This item will be resolicited in March ITQ Cycle. The price offered by the next lowest vendor is not in the best interest of the County.
26	1/29/16	Effective 1/29/16 Reference ITQ9592-0/17-J Line Item 16 Formula 6556 Concrete Cleaner Manufacturer: ZEP Product #109324 primary vendor Pancar Supply has been removed. Vendor Advised the County they cannot meet the manufacturers minimum order requirement. The primary vendor for this item now is Faycroft Interior & Purchasing Inc.
27	2/5/16	ITQ9592-0/17M Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: PORT / PWWM



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28	5/12/16	ITQ9592-0/17N Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Various
29	6-10-16	Modification processed for additional funds for the following departments: MDFR \$89,000 / MDPD \$25,000 / PROS \$509,000 / DSWM \$3,300 / DTPW \$379,200 / WASD \$200,000
30	6-27-16	Effective 6/27/16 Reference ITQ9592-0/17-J Line Item 12 Breakaway Bio Based Carpet Spotter Product #078009 primary vendor Faycroft Interior & Purchasing Inc., has been removed. Vendor advised the County they cannot purchase the item further from their distributor. This item will be re-solicited under ITQ9592-0/17-O (June Cycle Quarterly).
31	7-13-16	Modification processed for Animal Services Department allocation increased by \$350,000. Miami-Dade Corrections Food Services Division (CR8501) gave the entire allocation amount to Animal Services Department.
32	8-15-16	ITQ9592-0/17P Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Various
33	8/16/16	ITQ9592-0/17O Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: Various
34	9/2/16	Community Action Human Services Department requested transfer of \$15,000 from Federal Funds BPO ABCW1300351 to General Funds BPO ABCW1300348 action complete.
35	9/30/16	ITQ9592-0/17Q Issued for Group (1) Non-Federally Funded Purchases see Roadmap for additional items added. Department requesting items: MDPD and PORT
36	10/6/16	Effective 10/26/16 (Group 1 only) line item #7 is discontinued by ZEP Stainless Steel Cleaner / Other Metals Packed 12 per case (Gallon) This is will be re-bid with the December 2016 Invitation to Quote Cycle. The product is now ZEP X-308 #451235 AVAILABLE ONLY IN 5 GALLONS PAILS.